

FOUNDATION CHECK REQUEST FORM

Who is the check going to? _____

Address: _____

City: _____ State: _____ Zip: _____

Is this a new/updated address? ___ No ___ Yes **If Yes, complete an updated W9**

First time using this vendor? ___ No ___ Yes **If Yes, a W9 must be attached**

Customer #: _____ OR Invoice #: _____

What account number should be charged?: _____

What was provided/purchased: _____

Date it was provided/purchased: _____

Is this travel reimbursement? ___ No ___ Yes **If Yes, is any part of the travel being reimbursed by any other university department? If Yes, explain who is providing other funding and why this isn't being included in that reimbursement:**

How does this Item/event benefit K-State?

You will need to provide and attach a list of those in attendance at this meeting/event and their affiliation with the university. (i.e.: Jane Doe, agronomy student, Jake Smith, Agronomy Professor, etc.)

If this event was open to the public and no attendance was taken please state that below but list those from the university who were in attendance. If the event had 25 or more in attendance and was open to the public, No attendance has to be taken. If the event is a closed event (requires an RSVP or purchase of dinner/seat) you must provide the list of those who stated they would attend.

We cannot process any documents that are missing any of the above information.